



# STARR KING SCHOOL FOR THE MINISTRY

## Request to Change Advisor

A student may request to change advisors. The Dean of Faculty, after weighing all variables, will have the final authority to decide if the change will occur and who the new advisor will be. A desire to change does not guarantee a change will happen.

Student Legal Name: \_\_\_\_\_ ID #: \_\_\_\_\_

Student Preferred Name (if Used:) \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Program: \_\_\_\_\_ Advisor: \_\_\_\_\_

Reason/s for request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(You may attach a letter if you prefer)*

Current Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Notes from current Advisor: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason/s for request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have had a conversation with my current advisor and we are both amenable to this change.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Administrative Use Only:**

Decision: \_\_\_\_\_

Dean of Faculty's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*If this request is approved, the Deans will assign a new advisor in keeping with our practice.*

Students must save the completed form as a PDF with the name as Term.Request to Change Advisor.Your first and last name. Then, email the form to registrar@sksm.edu, and Cc your advisor. The office of the registrar will obtain the necessary signatures after the completed PDF form is received.